



Nursing Care Quality Assurance Commission (NCQAC)
MINUTES
July 12, 2007 Workshop
July 13, 2007 Business meeting
310 Israel Rd SE ♦ Tumwater, WA

Commission Members: Judith D. Personett, EdD, Certified Nurse
Administrator Advanced (CNA), RN, Chair,
Susan Wong, MBA, MPA, RN, Vice-Chair
Linda Batch, LPN
Erica Benson-Hallock, MPPA, Public Member
Richard Cooley, LPN
William Hagens, MA, Public Member
Todd Herzog, CRNA, RN
Rev. Ezra Kinlow, MTH, Public Member
Jackie Rowe, RN
Robert Salas, RN
Diane Sanders, RN, BC, MN
Rhonda Taylor, MSN, RN
Mariann Williams, MPH, MSN, RN, ARNP
Susan Woods, PhD, RN, FAHA, FAAN

Assistant Attorney General: Gail Yu, Assistant Attorney General

Staff present: Paula Meyer, MSN, RN, Executive Director
Robin Sheldon, Administrative Assistant
Usrah Claar-Rice, MSN, RN, Nurse Education
Advisor
Mary Dale, Nurse Discipline Manager
Teresa Corrado, Health Services Consultant
Terry West, Health Services Consultant
Marc Defreyn, JD, Supervising Staff Attorney

If you have questions regarding the agenda you may call the Nursing Commission office at (360) 236-4713. Items may be taken out of order. If you wish to attend the meeting for a single item, you may contact Kris McLaughlin at the number listed above and request that a specific time be scheduled for that item.

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Thursday, July 12, 2007 – NCQAC Workshop Continuing Competency

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|-----------------|--|
| 8:30 am | Opening remarks and Call to order: Dr. Judith Personett, Chair |
| 8:45 am | Introductions |
| 9:00 am | Background Presentation: Mr. Todd W. Herzog, Chair, Continuing Competency Committee |
| 9:15 am | Introduction of Ms. Linda Burhans, RN, PhD, Practice Consultant, North Carolina Board of Nursing: Mr. Herzog |
| 10:00 am | BREAK |
| 11:00 am | Ms. Burhans (discussion continues followed by a question and answer session) |
| Noon | LUNCH |
| 1:00 pm | Advisory Groups: charter statements for each group
Review of statements: begin self-selection of which commission members would be the liaisons to which group
Advisory Group Leaders: introductions, self-selection of advisory groups; review of responsibilities |
| 2:00 pm | BREAK |
| 2:30 pm | Small group work to begin to set up meetings, reporting relationship with Continuing Competency sub-committee; start to define work plans |
| 3:30 pm | Presentations from advisory group leaders and commission members on all five advisory groups |

Friday, July 13, 2007 – Business Meeting

1. Dr. Judith D. Personett, Chair called the meeting to order at 8:36 AM

- **Introductions** – Commission members, Pro Tem, Staff, and audience introduce themselves.
- **New officers take their place:** Dr. Judith Personett and Susan Wong will continue as the chair and vice chair of the NCQAC.
- **Order of the Agenda** – Add item #16: Hearing Dates; Agenda accepted.
- **Correspondence**
 1. Letter supporting investigations to be completed by RN investigators
 2. Letter to Excelsior College explaining current rules for licensure and endorsement, rules changes
 3. NCSBN, NCLEX Administration – Seoul, South Korea
 4. Commission on Graduates of Foreign Nursing Schools (CGFNS): Building Global Alliances III
 5. Washington Center for Nursing: Strategic Business Plan, Annual Report
- **Announcements** – Paula Meyer announces that BJ Noll will be coming on-board with DOH to work with Scope of Practice for nursing and other duties. Todd Herzog announces that this meeting will be the last meeting he will attend in the capacity of a Commission Member but will continue to work on the Continuing Competency Committee until a new Chair is designated.

2. Consent Agenda

Items listed under the consent agenda are considered routine agency matters and approved by a single motion of the Commission without separate discussion. If separate discussion is desired, that item will be removed from the consent agenda and placed on the regular business agenda.

- A. Approval of minutes
 1. NCQAC business meeting
 2. NCQAC Disciplinary Hearing minutes
 3. Licensing and Discipline sub-committee
 4. Continuing Competency sub-committee
 5. Nursing Program Approval Panel (NPAP)
- B. National Council of State Boards of Nursing (NCSBN) Correspondence
- C. Licensing statistics
- D. Administration of Rota Teq Vaccine – Memo from Dr. Maxine Hayes, MPH, State Health Officer

DISCUSSION: Changes made to Item #7.

ACTION: A motion was made and passed to accept the consent agenda with changes as indicated.

3. Chair report – Dr. Personett

A. May 14: Board/Commission/Committee Leadership Meeting, SeaTac

DISCUSSION: Dr. Personett reports on the leadership forum and on the recognition of NCQAC's leadership role as it helped in the development of sanctions for GMAP, Health Map, and performance data. Much of this work was adopted and incorporated into sanction guidelines.

B. May 24: A Master Plan for Nursing Education in Washington

DISCUSSION: Dr. Personett and Usrah Claar-Rice attended the meeting. Discussions at the meeting were centered in access to education, competency congruence between education and service, new RN Transitions into practice, and faculty recruitment and retention. The Master Plan is being developed to ensure the quality of nursing education as well as enhance accessibility for all students. The Master Plan is being developed in response to the present shortage of nurses.

4. Executive Director Report

A. ARNP rules

DISCUSSION: Ms. Meyer introduces Mindy Shafter who will be hired on with DOH to present the ARNP rules workshops to audiences throughout the state, to start in August.

B. ARNP licensure and certification – letter to all ARNPs

DISCUSSION: Letter from Dr. Personett to interested parties explains the proposed impact of the changes to ARNP rules and to national certification requirements to maintain licensure.

C. New staff introductions

D. NCSBN Job Analysis of Medication Assistants

E. Children's Hospital request for a NCQAC member, September 21

DISCUSSION: Linda Batch, and Jackie Rowe have volunteered to attend.

F. Governor Gregoire's Executive Commissioner Orientation, September 10, 2007

G. NCSBN's Information Technology Seminar, Portland, OR – Terry West

DISCUSSION: Ms. West reports on seminar regarding laptop security and access to data and the current technology supporting NCQAC goals. Ms. West indicated that technology is either in place or in the process of gaining access for equipment.

5. Discussion Items

If items are selected for action and a task force assigned, the group will meet once, complete the charter, and then come to the next meeting for decision to proceed.

Nurse Delegation in Community Based Care Settings – Doris Barrett and Kaye Kramer-Sievers. Nurse Delegation in community based care settings has been in place for over 10 years in Washington State. Ms. Barrett and Ms. Kramer-Sievers will present the history and current complications.

DISCUSSION: Though Nursing Delegation is successful on many fronts there are still barriers that prohibit some procedures from being delegated or procedures being delegated in specific settings/environments, i.e. private homes. A task force from NCQAC is requested to evaluate and bring forward solutions, specifically to support changes to legislation which will allow delegation of insulin injections, though other subjects of Nursing Delegation is also evident.

ACTION: A motion was made and passed to establish a task force to make recommendations regarding Nursing Delegation. Volunteers are Linda Batch, Robert Cooley, and Jackie Rowe.

6. Health Professions Quality Assurance (HPQA) Sanctioning Guidelines

The NCQAC reviewed the revised guidelines at their May 11 meeting and will consider adopting the revised guidelines.

ACTION: A motion was made and passed that the sanction guidelines are adopted.

7. Public Health Nursing: Oral Contraceptive start packs with postpartum visits – Marianne Williams, ARNP, Rhonda Taylor, RN -

The role of the public health nurse includes prevention of disease and untoward health concerns in the treatment of the community. Ms. Williams and Ms. Taylor are working with Ms. Wilma Elmore and Ms. Marni Storey, Public Health nurses on the associated issues. Ms. Williams and Ms. Taylor will give a report.

DISCUSSION: Review of scope of practice for public health RN's. The Board of Pharmacy has an exception in the rules for planning centers to dispense contraceptives. (RCW 69.41.030).

8. Washington Health Professionals Services (WHPS) – Jean Sullivan –

Ms. Sullivan is the program manager for the WHPS. Ms. Sullivan will review the process for voluntary entry into the program, non-compliance with program contracts, involuntary entry into the program, evidence needed for investigation, unique closure of WHPS cases, and process improvements identified.

DISCUSSION: Ms. Sullivan reviews definition of four processes for access to WHPS program; (1) Voluntary entrance – to include unique closure cases; (2) Disciplinary; (3) Ordered; (4) Re-entry. She encourages reviewers to ask potential participants specific questions regarding access and exposure to offerings at WHPS, and to include documentation of findings in files, and to verify if potential participant is interested in looking into the WHPS program to qualify

for unique closure. Probable self-assessment tool will be available online in the future.

9. NCSBN activities – Paula Meyer

- Committee descriptions and openings. Members and staff that have applied for committees and any appointments.
- Summary of Recommendations to the 2007 Delegate Assembly.

DISCUSSION: Ms. Meyer reviews the summary of recommendations, extending invitation for an additional two attendee's for the August 6-10, 2007, meeting, plus the delegates. Ezra Kinlow is interested in gaining more information.

ACTION: A motion was made and passed to send two additional attendee's to the meeting.

10. Non-surgical Cosmetic Procedures – Robert Salas, Richard Cooley

At the March meeting, Dr. Selinger and Ms. Beverly Thomas requested the NCQAC to consider actions that may be within the scope of practice of nurses. Physicians need to know the limitations of nursing practice with these procedures and delegation of actions. Robert Salas and Richard Cooley will present the results of their work and request the NCQAC to adopt their answers to the MQAC's questions.

DISCUSSION: Mr. Salas reports that this area of practice is a highly unregulated area for the scope of practice of nurses. For example, Botox is regulated; other procedures are not. It is suggested that more information needs to be gathered as well as an evaluation of which procedures need to be regulated and which areas do not need regulation.

ACTION: A motion was made and passed to gain more information and to continue review of this topic.

11. Routine Prescription Refill Delegation Procedure – Community Health Center of Snohomish County – Dr. Thomas M. Tocher, MD, MPH

The issue of RNs completing refills of routine medications according to a standing order and protocol was presented at the May 11 meeting. Mr. Herzog, Ms. Batch, Ms. Wong and Ms. Meyer will visit Community Health Center of Snohomish County and present recommendations.

DISCUSSION: Task force reported that there is information/documentation that is not available at the time of this meeting that would present a positive linking between Practitioner/RN/patient and the original order. It is suggested that this topic be assigned to legal for advisement and then to the Secretary for an interpreted statement, and make this available at the next meeting in September.

ACTION: A motion was made and passed to assign for legal advisement and then sent to the Secretary.

12. Approval of Evaluators in Nurse Discipline Cases – request for approval – Dr. Judith Personett

Dr. Mark B. Whitehill, Ph.D., has requested approval as an evaluator in Nurse Discipline Cases. Dr. Personett will present a recommendation for NCQAC action to amend the current list of evaluators.

DISCUSSION: Dr. Personett recommends Dr. Whitehill as an evaluator.

ACTION: A motion was made and passed to approve Dr. Whitehill.

13. Operating Agreement: Administrative and Budget review – Paula Meyer and Terry West

The Operating Agreement between the NCQAC and the Department of Health (DOH) is reviewed on an annual basis. At the January and July meeting, the NCQAC receives information on administrative and budget matters.

DISCUSSION: Review of budget report handouts. Review of responsibilities of each function between DOH and Board; DOH are responsible for Administrative and Budget procedures, and Board responsibilities to evaluate cost/savings and investigations. Discussion of savings on budget reflects mailing of renewal notices and return mailing of license certification, which is nominal. It is noted that the online approval process is in the works by phase adoption, i.e. January, which will be modeled, in part, to what is similar to Department of Licensing renewal model. It is also suggested that a notation about fees be included within the Newsletter.

14. NCQAC Newsletter – Terry West

Ms. West will review the topic list for the January 2008 issue. A theme for the issue will be chosen.

DISCUSSION: Review and prioritized list of suggestions and the dates considered for publication. The theme for the next Newsletter, January 2008, is considered and discussed –for Education/Continuing Competency. July 2007 issue is sent to print and will be distributed within the month.

ACTION: It is decided that the theme for the next Newsletter, January 2008, will be Education/Continuing Competency.

11:30AM - Executive Session if needed

The Executive Session is that part of a regular or special meeting closed to the public.

LUNCH

1:00PM–OPEN MIKE

Open mike is for public presentation of issues to the NCQAC. If the public has issues regarding disciplinary cases, please call: 360-236-4727.

- Ms. Joan Gardner spoke of the third position paper, not currently on-hand for meeting, regarding the RN Delegation in Community based settings, which was last approved in June this year.

15. Subcommittee reports – DISCUSSION/ACTION

A. Continuing Competency - Todd Herzog, Chair

DISCUSSION: Mr. Herzog mentions that he will continue his work with the subcommittee and complete a report for the news letter. He also notes that a selection for Chair of this subcommittee is in process.

B. Discipline and Licensing - Jackie Rowe, Chair

DISCUSSION: Ms. Rowe reports that an important message regarding mandatory reporting procedures needs to be sent out to the nursing community. She notes that several avenues have been explored, such as printing notices on the renewal notices for licensure. This can not be done because of the renewals come 'stock' and are 'as is'. She also reports on the fifteen minute video that is still being organized, and in the works. She notes that training is expected for commission members in November, the goal from this point is to gain a release date once staff attorney has reviewed. Teresa Corrado, DOH Staff, mentions that the current phone system may have the ability to put a message on the recording regarding mandatory reporting criteria, but verbiage will need to be developed for approval.

16. 2008 – Hearing dates

Staff attorney's, health law judge's assistant attorney generals, and program managers work with multiple programs. Their schedules can conflict with hearings and business meetings. Procedure 112 was adopted by Health Professions Quality Assurance (HPQA) to coordinate meetings and avoid conflicts. NCQAC will need to reschedule hearing dates for 2008. NCQAC members will schedule the available dates

17. Dr. Judith Personett, Chair adjourned the meeting at 2:00PM on July 13, 2007. Notes were taken by Robin Sheldon.

Approved by: _____
Dr. Judith Personett, NCQAC Chair

Notes taken by: _____
Robin Sheldon